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SUPPLEMENT  
FY 1977 Annual Personnel Plan

Comment 1:

Only the DDA, DDS&T and "E" Career Service submitted APP's approved by the Head of the Service. Most were late and all required extensive corrections and recomputations. Some FY 1976 goals were missed by factors ranging from 33 percent to over 100 percent. It can only be concluded that in many instances either the goals were not meaningfully established or serious efforts were not made to achieve them.

Comment 2:

The planning, accounting and monitoring of movement between Subgroups and between Career Services are not precise (page 1, 1a and 2). The computer listings of actual permanent moves do not balance between losses and gains due to programming quirks in such areas as accounting for LWOP action, service changes accompanied by change from clerical to professional and/or promotions. For the purpose of this section of the APP, however, a 100 percent perfect balance of all figures is not necessary since it is the general flow of employees between Subgroups and Career Services that is being monitored. The planning aspects of permanent changes are, of course, free of computer quirks and there should be increased correlation between Subgroups and Career Services to bring the planned gains and losses into greater balance, especially at the GS-15 and above grade level.

Imbalances in the achievement of rotational assignments are caused in some degree by differing interpretations among Subgroups and Career Services as to what is and is not a rotational assignment. In both the DDS&T and DDA, however, the intra-Career Service numbers balance. The other Career Services apparently need to improve their communications between Subgroups as well as their records on this subject as their "ins" and "outs" do not balance.

In total, 6 percent of the Agency professionals are on intra-Career Service rotational assignments (11.3 percent of the DDO) and 2.4 percent are in inter-Career Service rotational assignments (5.8 percent of the DDI). These percentages reflect a relatively solid rotational program.

Comment 3:

In each of the past several years, approximately one-third of all new professional input in the Agency has been by the conversion from clerical and technical to professional status (page 5). The individual Career Service rates of conversions vary from 12 percent in DDI to over 56 percent in the DDA. The opportunity for qualified clerical and technical employees to move to professional status is an appropriate

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facet of a personnel management program, but care must be taken to assure that those conversions are planned and that the individuals satisfy all the requirements of their new profession. They should ultimately be competitive for development and assignment to more senior positions. The FY 1976 goal was [ ] conversions; the actual achievement was [ ] percent over the goal. The APP also reflects 78 percent of all such conversions to professional status in FY 1976 were made either in recognition of on-the-job or OTR training, not academic training. In the DDS&T the conversions were 100 percent as a result of on-the-job training and OTR training. Career Services must continue to give careful review and consideration in all internal professional conversions to ensure the professional input from these sources is competitive and complimentary to the external professionals.

Comment 4:

The EEO statistics continue to show progress (pages 11-20). The percentage of professional women and minorities being promoted continues to exceed their respective percentage of the on-duty strength. Between FY 1974 and FY 1976, women with professional status increased in number by 17 percent and Blacks by 80 percent. While women and minorities are still clustered at the GS-12 and below level, there is a gradual increase in their numbers in grades GS-13 and above. As a number and percent of total professional on-duty strength GS-13 and above, the following reflects the changes from 1 July 1975 (to include single ceiling influx) to 30 September 1976:

	<u>1 July 1975</u>	<u>30 September 1976</u>
Women	[ ]	
Blacks		
Asian Americans		
Hispanics		

During the same time frame, 1 July 1975-30 September 1976, the total increase of professionals for women and minorities was: women [ ] Blacks [ ] Asian Americans [ ] and Hispanics [ ] The APP reflects improvement with each year. Nonetheless, continuing attention should be given to these particular aspects of personnel management.

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Comment 5:

The average overall rating on Fitness Reports (page 24) continues to increase, albeit fractionally, despite the DCI's request in his APP memorandum of 5 January 1976 to reverse the trend. The following states the percent rated in each of the five rating areas in FY 1975 and FY 1976:

	<u>FY 1975</u>	<u>FY 1976</u>
Outstanding	9.1%	9.97%
Strong	72.0%	71.25%
Proficient	18.8%	18.63%
Marginal	.1%	.15%
Unsatisfactory	-	-

As can be seen in the above chart, the percent rated as overall Strong did drop; however, that percent was not picked up at the Proficient level but rather at the Outstanding level. The average\* overall ratings increased as follows: FY 1974 - 3.89%; FY 1975 - 3.90%; FY 1976 - 3.91%. Regardless of the outcome of the proposed Performance Evaluation or Fitness Report study, only a strong senior management approach to balance the ratings will achieve improvements.

\*Factors Used to Compute Average Rating:

Unsatisfactory	1
Marginal	2
Proficient	3
Strong	4
Outstanding	5